

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Unit 4, Memorandum of Understanding, Side Letter 13, Flexible Work Hours	REFERENCE NUMBER: 2008-018
DATE ISSUED: 06/18/08	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Relations Officers
Personnel Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Jacquelyn Sanders, Labor Relations Officer
(916) 445-9244
Fax: (916) 322-0765
Email: jacquelynsanders@dpa.ca.gov

In the current Bargaining Unit 4, Office and Allied, Memorandum of Understanding (MOU) between the State of California and the SEIU Local 1000, effective July 1, 2005 – June 30, 2008, the parties agreed to Side Letter 13, Flexible Work Hours. The Side Letter stipulates that the Department of Personnel Administration issue a Personnel Management Liaison (PML) memorandum to encourage departments to seriously consider flexible work hours pursuant to Article 19, Hours of Work and Overtime, Section 19.8, Flexible Work Hours.

Section 19.8, Flexible Work Hours, provides that the State shall not unreasonably deny requests for alternate workweek schedules, flexible work hours, and reduced workweek schedules. If granting such a schedule does not interfere with operational needs of the department and complies with departmental policies and procedures, then such a schedule may be granted. In accordance with the MOU, if a request is denied, the State shall provide a written denial response to the employee and also send a copy to SEIU Local 1000, P.O. Box 160005 Sacramento, CA 95814, Attention: Work and Family Committee.

Should you have any questions or comments, please refer them to Jacquelyn Sanders, Labor Relations Officer, at the telephone number listed above.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations